

Expense Report Instructions

General

Record the purpose of the travel and the date of departure from and arrival at the authorized location or any other place travel begins or ends. Note the dates of arrival and departure for a stopover when the arrival or departure affects your per diem allowance or other travel expenses.

Obtain receipts for lodging, transportation, business entertainment, meals or other expenses over \$25.00, any unusual expenses, and other expenses as specified by your travel authorization, and submit them with the expense report.

List items charged directly to Millican & Associates, Inc. in the Company Charge column. Enter other methods of payment as Cash.

Lodging, Meals, and Incidental (Per Diem) Expenses

Lodging Expenses

Enter the cost of lodging as a daily rate. You will not be reimbursed for lodging costs that exceed the authorized daily rate. Do not include taxes applicable to lodging as part of the cost of lodging; list them separately as miscellaneous expenses and describe fully.

Obtain and submit receipts with your expense report.

Meals and Incidental Expenses (M&IE)

Lodgings Plus Per Diem Method

Enter the authorized allowances for M&IE on a daily basis, and itemize for each category (breakfast, lunch, dinner, and incidentals), unless otherwise specified, as outlined in the Travel Guidelines or your specific travel authorization. Deduct as required for meals furnished to you by another employee or by a client. Receipts for M&IE are not required unless specified by your travel authorization.

Lodgings Plus Actual Expense Method

Enter the actual cost of M&IE expenses, subject to the authorized daily rate. You will not be reimbursed for expenses that exceed the daily rate allowed by your travel authorization.

Refer to the Travel Guidelines for qualifying costs. Obtain and submit receipts for costs of individual meals greater than \$25.00.

Transportation Expenses

Enter transportation expenses in the section provided and describe fully. Transportation expenses include fares, rental fees, mileage payments, and other expenses related to transportation as authorized by your travel authorization. If the date you incurred the expense is different from the date of travel (e.g., advance payment for round trip airfare), you must include the dates of travel in the description.

Refer to the Travel Guidelines for mileage calculations and qualifying costs. Obtain and submit receipts with your expense report.

Miscellaneous Expenses

Enter allowable miscellaneous expenses in the section provided and describe fully. Refer to the Travel Guidelines and your travel authorization for qualifying costs. Obtain and submit receipts for items greater than \$25.00, any unusual expenses, and any other items specified by your travel authorization.

Business Entertainment Expenses

Enter allowable business entertainment expenses in the section provided. Fully describe the date, the number of people in the party, the name(s), title(s), and firm affiliation of the persons entertained, and the specific business purpose for the entertainment expense.

Refer to the Travel Guidelines and your travel authorization for qualifying costs. Obtain and submit receipts with your expense report.